

# Grassroots Arts Program

Final Report Webinar



North  
Carolina  
Arts  
Council

# Submit Final Reports

Recipients of grants from the N.C. Arts Council are required to submit a final report for each grant received.

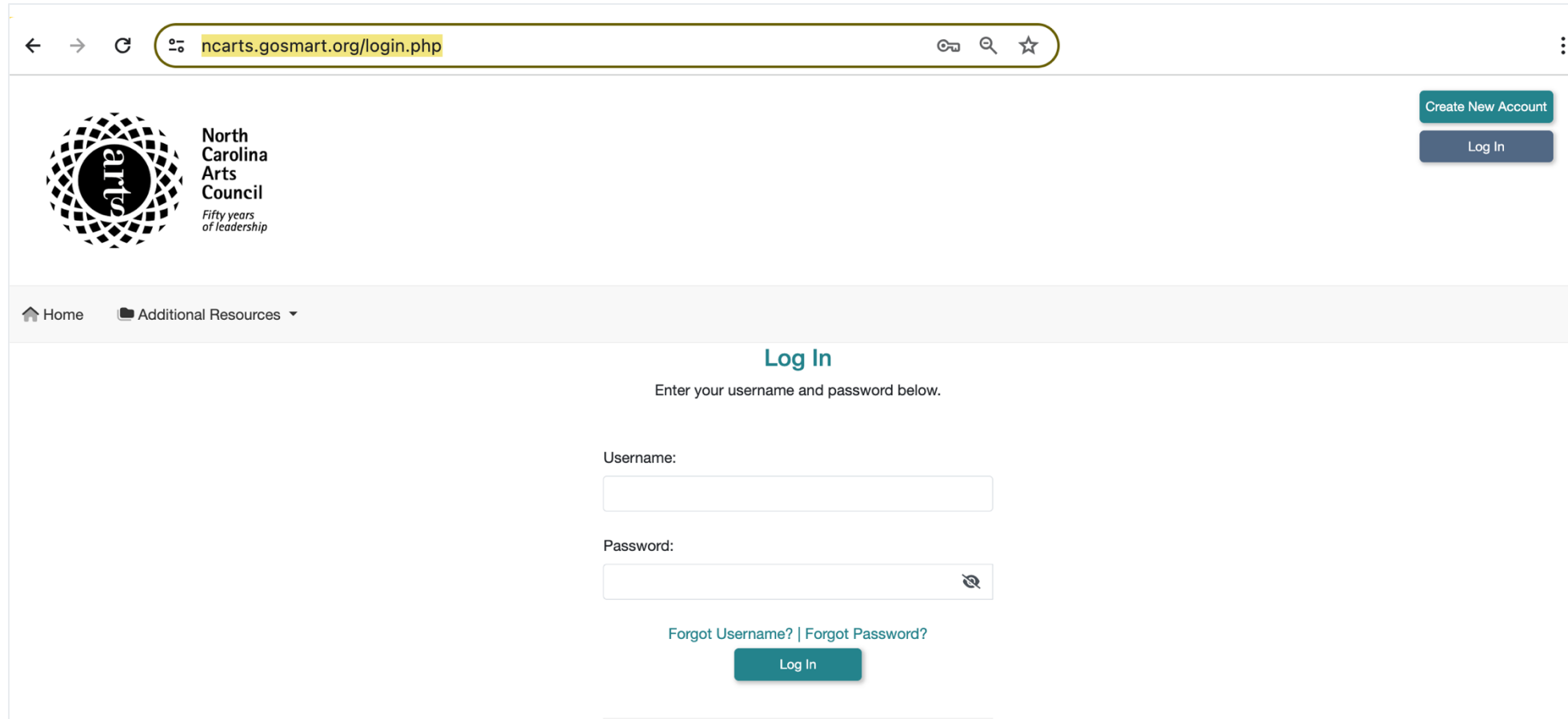
You can find detailed instructions for writing your final report at [ncarts.org/ncac-final-report-guide](https://ncarts.org/ncac-final-report-guide). We strongly recommend printing out the instructions or keeping them open on a second monitor to use as a guide.



Final Reports and signed Certifications are due by **July 31, 2025, at 11:59 PM.**




# Getting Started: Go Smart



The screenshot shows a web browser window with the address bar displaying `ncarts.gosmart.org/login.php`. The page header features the North Carolina Arts Council logo on the left, which includes a circular emblem with the word "arts" and the text "North Carolina Arts Council" and "Fifty years of leadership". On the right side of the header, there are two buttons: "Create New Account" and "Log In". Below the header is a navigation bar with a "Home" link and an "Additional Resources" dropdown menu. The main content area is titled "Log In" and contains the instruction "Enter your username and password below." There are two input fields: "Username:" and "Password:". The "Password:" field has a toggle icon for visibility. Below the input fields are links for "Forgot Username?" and "Forgot Password?". At the bottom of the form is a "Log In" button.

← → ↻ `ncarts.gosmart.org/login.php` 🔑 🔍 ☆ ⋮

 North Carolina Arts Council  
Fifty years of leadership

Create New Account  
Log In

Home Additional Resources ▾

**Log In**

Enter your username and password below.

Username:

Password:


[Forgot Username?](#) | [Forgot Password?](#)


Log In


<https://ncarts.gosmart.org/login> OR via the Grants Dashboard [on our website](#).


# REMINDER


Review your profile to make sure we have the right contact information.

 Home

 **Edit Profile**

 Grant Applications & Forms

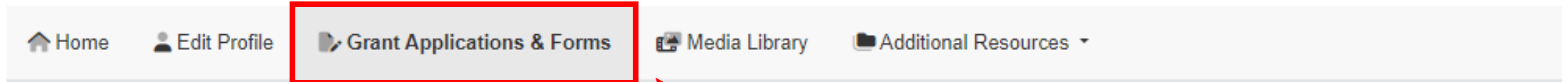
 Media Library

 Additional Resources ▾

 **Edit Profile****Profile Type: Organization**  
*To change your profile type you will need to [create a new profile](#).* **Primary Information**Username: *(required)*

# Navigating Go Smart

# Find Your Final Report

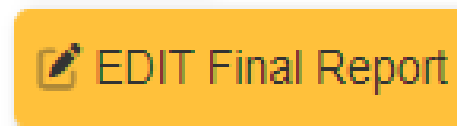


## Designated County Partner Final Reports

- Grassroots Arts Program – Designated County Partners – Update Application/Report 2024-25
- Grassroots Arts Program – Designated County Partners – Full Application/Report 2024-25

## Provisional County Partner Final Reports

- Grassroots Arts Program – Provisional County Partners 2024-25



# Saving Your Work & Navigating Sections




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Contact information
Federal Reporting Information
Narrative
Multicultural programs
Grassroots project expenses
Grassroots project income
Grassroots allocation worksheet
Subgrant data collection
Uploads
Certification
Submission Page

There are two ways to navigate between final report sections: clicking the "Save and Next" button or navigating via the Table of Contents.

Make sure to save work frequently and before proceeding to the next section. Be careful. If you have not saved your work and you click to a new section on the table of contents your work may not save.

**Pro Tip:** Edit your narrative questions in a word document before you start plugging information into the grant portal.

Save Work

Save and Next



# Contact Information

Please enter the name of the person completing the report, along with their title, email address, and phone number.

This way, we can reach out to the correct person if there are questions about the report.

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# **Federal Reporting Information**

# Federal Reporting Information

The answers to questions in this section are submitted to the National Endowment for the Arts.

Select the Project Discipline: Choose the discipline that best describes the discipline of the funded activities. If funded activities are of a technical assistance or service nature, use the arts discipline that will benefit from the award.

☐ Multidisciplinary

Select the Activity Type: Choose the activity that best describes how funds were used.  
Select one.

☐ Operating Support

☐ Regranting

☐ School Residency

# Federal Reporting Information: Arts Education

Select the percentage of funded activities that are arts education related:  
Use this field to designate certain projects as arts education, according to the following definition. *Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.*

Choose the option which best describes the funded activities, using the definition of arts education as stated above. Grants not fitting that definition should choose None.

- ☐ 50% or more of the funded activities are arts education
- ☐ Less than 50% of the funded activities are arts education
- ☐ None of this project involves arts education

# Federal Reporting Information: Attendance

Number of people who directly engaged with the arts, whether through attendance at arts events, participation in arts learning, or other types of activities in which people were directly involved with artists or the arts.\*\*

- ☐ Enter the total number of adults engaged in person
- ☐ Enter the total number of children/youths engaged in person
- ☐ Enter the number of artists that are directly involved

**\*\*** For all Federal reporting questions, do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. While we acknowledge that virtual programming may be a part of funded projects, the NEA does not wish to count those participants, for statistical purposes. However, you can discuss virtual programming in your narrative. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Do not double-count repeat attendees, when feasible.

# Federal Reporting Information: Demographics

Select all races/ethnicities that make up 25% or more of the population that benefit from the award. Select all categories that, in your best estimate, make up 25% or more of the population.

☒ You can  
☒ check  
☒ multiple  
boxes.

- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic/Latino
- ☐ American Indian/Alaska Native
- ☐ Native Hawaiian/Pacific Islander
- ☐ White
- ☐ No single race/ethnic group listed above made up more than 25% of the population directly benefited

# Federal Reporting Information: Age Ranges

Select all age ranges that make up 25% or more of the population that benefit from the award. Select all categories that, in your best estimate, make up 25% or more of the population.

☒ You can  
☒ check  
☒ multiple  
boxes.

- ☐ Children/Youth (0-18 years)
- ☐ Young Adults (19-24 years)
- ☐ Adults (25-64 years)
- ☐ Older Adults (65+ years)
- ☐ No single age group listed above made up more than 25% of the population directly benefited

# Federal Reporting Information: Population

Select all distinct groups that make up 25% or more of the population that benefit from the award. Select all categories that, in your best estimate, make up 25% or more of the population.

☒ You can  
☒ check  
☒ multiple  
boxes.

- ☐ Individuals with Disabilities
- ☐ Individuals in Institutions
- ☐ Individuals below the Poverty Line
- ☐ Individuals with Limited English Proficiency
- ☐ Military Veterans/Active-Duty Personnel
- ☐ Youth at Risk
- ☐ No single distinct group listed above made up more than 25% of the population directly benefited

# Federal Reporting Information: Grant Award

Awarded amount: This is the amount of your grant award you received from us. This number will automatically populate on your final report form.

Amount spent: Enter the amount of the grant award that you spent on the project. Do not include matching or other funds in this number.



**If you discover unspent funds, call your Program Director immediately to determine if funds can be reallocated or if they need to be returned.**



# State Grassroots Narrative

# State Grant Narrative

1. Describe how the Grassroots funds were used for your organization's operations. Include the grant amount used and the percentage of your total award.

- One substantial paragraph that describes ***in detail*** how the Grassroots funds were used for internal operations.
- For example: [Generic Arts Council X] used \$\$ of Grassroots funding to support salaries, utilities and rent. This amount made up 20% of our total Grassroots allocation.
- This answer should not include information about any arts programming.

# State Grant Narrative

2. Describe how Grassroots funds supported arts programming in your county, including those that helped your organization meet the multicultural requirement. Include multicultural subgrants, if applicable. Describe the benefits of these arts programming funds to your organization and county.

- Narrative should include description of all internal programming that utilized Grassroots funding. Also include details about **subgranted funds** that helped you meet the multicultural requirement.
- Example: [Generic Arts Council X] used \$\$ of Grassroots funding to support arts programming. We spent \$\$ of GAP funding on the following programs: Program X received \$\$ [details about program] Program Y received \$\$ [details about program], and program Z received \$\$ [details about program] Program Z also helped us meet the multicultural requirement and is listed in our multicultural programs list. Additionally, [Generic subgrantee X] was awarded a subgrant for (describe project, how they met multicultural, and grant amount).

# In-Kind Contributions

In-kind contributions are also included in the narrative section. In-kind contributions refer to the donation of things such as labor, space, services, and supplies that typically have associated costs but are not directly paid for by the applicant. They serve as valuable evidence of community support for a project.

Examples of in-kind contributions:

- ☐ A print shop donating the printing of a poster
- ☐ A venue waiving the rental fee for rehearsal time
- ☐ The staff time or any expense incurred by a partner organization that is involved in the project (should not be subgrantee)

Provide an estimate for the total dollar value of these services and briefly describe them. If there are none, enter 0.

# NEW: Subgranted Multicultural Programs

In the first column, list the multicultural artists/organizations and their race. In the second column, indicate the amount subgranted for that artist/organization.

Amount Spent	
Subgranted - Artists and Programs - Artist/Race	
Subgranted test 1 - B	8
Sub test 2 - P	28

# NEW: Internal Multicultural Programs

In the first column, list the multicultural artists/organizations and their race. In the second column, indicate the amount spent for that artist/organization. We expect the subtotals of the subgranted and internal multicultural programs to meet or exceed the minimum multicultural requirement as indicated in your grant contract.

Amount Spent

Internal - Artists and Programs - Artist/Race

Not sub Test 1 - N

3,466

Not sub Test 2 - P

245

# **Grassroots Project Expenses and Income**

# Grassroots Project Expenses

Show your Grassroots grant amount spent in the first column. Show at least a 1-to-1 cash match in the second column. Do not include subgrant expense. Total expense should equal or exceed total income.

	Grassroots Grant Amount	Cash Match	Total Cash Expenses
Administrative staff	0 +	0 =	0
Artistic staff	0 +	0 =	0
Technical/Production staff	0 +	0 =	0
Artistic contracts	0 +	0 =	0
Other contracts	0 +	0 =	0
Space rental	0 +	0 =	0
Travel	0 +	0 =	0
Marketing	0 +	0 =	0
Subtotals:	\$0 +	\$0 =	\$0

Remaining Project Expenses	Grassroots Grant Amount	Cash Match	Total Cash Expenses
	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
	0 +	0 =	0
Subtotals:	\$0 +	\$0 =	\$0

Expense Totals:	\$0 +	\$0 =	\$0
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# Grassroots Project Income

Provide income for Grassroots funded programming by the GAP partner. Do not provide information on subgrants. Total income should equal or exceed total expenses.

Admissions	<input type="text" value="0"/>
Contracted Services Revenue	<input type="text" value="0"/>
Other Revenue	<input type="text" value="0"/>
Corporate Support	<input type="text" value="0"/>
Foundation Support	<input type="text" value="0"/>
Other Private Support	<input type="text" value="0"/>
Federal Government Support	<input type="text" value="0"/>
State/Regional Government Support (not including NCAC grant)	<input type="text" value="0"/>
Local Government Support	<input type="text" value="0"/>
Applicant Cash	<input type="text" value="0"/>
Grassroots Grant Amount (excluding subgrants)	<input type="text" value="39,481"/>



**Do Not  
Include  
Subgrants**



# Grassroots Allocation Worksheet

# Grassroots Allocation Worksheet

## Grassroots Allocation Amount

1. Enter your total 2024-25 Grassroots allocation amount: *(required)*

Check allocation chart. This is your total grant award

## Subgranted Amount

2. Enter the Grassroots subgranted amount. *(required)*

Amount subgranted.

## Grant Amount Spent (Administration and Programs)

3. Enter the total Grassroots grant amount spent from the project expenses page (DCP administration and program expenses only): *(required)*


This number should match the Grassroots grant column in project expenses.

# **Subgrant Data Collection**

# Subgrant Data Collection

If you **do not subgrant, do not press** the Save Work or Save and Next buttons!  
Navigate to Uploads from the Table of Contents.

Navigate to **Uploads** from the Table of Contents.

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**Subgrant Data Collection**

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What type of organization are they? *(required)*


☐ Arts

☐ Community

☐ School

☐ Municipality

Previous

 View PDF

Save Work

Save and Next

If you press Save and Next on a blank answer set this will be added and get flagged when you try to submit.




# Subgrant Data Collection

## Subgrant data collection

Please enter the following subgrant project data information.

Save the page to add a new blank answer set. Click on any answer set to view, edit, or delete that answer set.

### Saved Answer Sets

-  [Answer Set #1](#) 
- [Answer Set #2](#) 

Each subgrant will be submitted as its own answer set.

Subgrant answer sets will include the following:

- I. Organization Information
- II. Project Description
- III. Project Budget & Expenses
- IV. Participation Statistics

# Subgrant Data Collection

## I. Organization Information

Name of organization *(required)*

Contact person's name *(required)*

Contact person's title *(required)*

Mailing address *(required)*

City *(required)*

State *(required)*

County *(required)*

Work phone *(required)*

*((xxx-xxx-xxxx))*

Email address *(required)*

Website *(required)*

Organization's EIN *(required)*

Organizations UEI

# Subgrant Data Collection

## II. Project Description

Please provide a short description of your project using 25 words or less. *(required)*

Character Count: 0 out of 100

Did 50% or more of this project's activities involve arts education; increasing knowledge and skills in the arts to grades Pre-K - 12? *(required)*

☐ Yes

☐ No

Did 50% or more of the award support multicultural artists and/or organizations? *(required)*

☐ Yes

☐ No



# Subgrant Data Collection

## III. Project Budget & Expenses

Grassroots Arts Program grant amount *(required)*

Matching funds *(required)*

Total project budget *(required)*

# Subgrant Data Collection

## IV. Participation Statistics

Number of participants who directly engaged with the arts, whether through attendance at arts events, participation in arts learning, other types of activities in which people were directly involved with artists or the arts.

Total number of participants and audience members *(required)*

Out of the total participants, specify the number who are children and youth (Pre-K through secondary school students). *(required)*

Out of the total participants, specify the number who are artists. *(required)*

# Subgrant Data Collection

## Grassroots Arts Program Subgrant History

Has this organization ever received a Grassroots Arts Program subgrant before July 2024? *(required)*

- ☐ Yes
- ☐ No

What type of organization are they? *(required)*

- ☐ Arts
- ☐ Community
- ☐ School
- ☐ Municipality

# Subgrant Data Collection

Press Save and Next on your last subgrant to go to the Uploads page.

NOTE: If you press Save Work, and a new blank answer set populates, do not press Save and Next, instead, navigate to Uploads from the Table of Contents.

The screenshot displays the 'Subgrant Data Collection' interface. On the left is a sidebar with a 'Table of Contents' section containing a dropdown arrow and a list of items: Contact Information, Federal Reporting Information, Narrative, Multicultural Programs, Grassroots Project Expenses, Grassroots Project Income, Grassroots Allocation Worksheet, Subgrant Data Collection (highlighted in teal), Uploads, Certification, and Submission Page. The main content area features a form with the question 'What type of organization are they? (required)' and four radio button options: Arts, Community, School, and Municipality. At the bottom of the form are three buttons: 'Previous', 'View PDF' (with a PDF icon), and 'Save and Next'. A red arrow points to the 'Save and Next' button, which is also enclosed in a red rectangular box. Above this button is a yellow callout box with the text: 'If you press Save and Next on a blank answer set this will be added and get flagged when you try to submit.' A blue 'Save Work' button is positioned above the 'Save and Next' button.

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What type of organization are they? (required)

- ☐ Arts
- ☐ Community
- ☐ School
- ☐ Municipality

Previous View PDF Save and Next

Save Work

If you press Save and Next on a blank answer set this will be added and get flagged when you try to submit.

# Uploads

# Uploads

## Legislative Letters

Attach copies of the letters and/or emails you sent to your State legislators notifying them of the project and your appreciation of this grant.

*No File Uploaded*

## Marketing Materials

Upload a PDF showing examples of marketing materials and other printed materials using the North Carolina Arts Council credit line and logo.

*No File Uploaded*

**Upload additional marketing, publicity, or promotional documentation here.**

*No File Uploaded*

## Online Links

If you would like to share any links to videos, news articles, or websites that showcase this grant, provide the website URLs here:

Link #1:

Link #2:

Link #3:

## Other

Upload any other important supportive documentation related to your grant that you wish to share with us.

*No File Uploaded*


# **Certification and Submission**

# Certification Steps

1

To certify your final report, go to <https://bit.ly/NCACFinRpt25> and enter in the name and email address of your Authorizing Official, as well as your organization name and application number for this grant. DocuSign will then email them a link to the certification for their signature.

Note: Only initiate this process once per grant. Otherwise, DocuSign will email your Authorizing Official repeatedly.

 Grassroots Arts Program - Designated County  
Partners - Full Application/Report 2024-25

#DCP250001

Application number



# Certification Steps

2

The authorized signer will follow the [bit.ly link](#) and the certification form will open.

They will be required to enter the following fields to complete the certification process.

## Authorizing Official & Grant Info

**Authorizing Official name \***

This person has the authority to sign off on legal and financial matters, typically the Executive Director, Board President, or senior Finance Officer.

**Authorizing Official email address \***

**Organization / Grantee Name \***

**Grant Application Number \***

You can find the Grant Application Number on your Contract or in Go Smart above the Table of Contents in your Final Report form.

Finish Later

Back

Next

# Certification Steps

- 3** The authorized signer then clicks Finish, and DocuSign will email a copy of the fully-signed certification to the authorized signer and our Grants Office.
- 4** Navigate to the Submission Page to fully submit your Final Report for this grant. \*do not forget to complete this step.

# Submission

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**Submission Page**

## Submission Page



You have **NOT** met all requirements for Grassroots Arts Program - Designated County Partners - Full Application/Report 2024-25.

Page	Question	Action
Grassroots Allocation Worksheet	1. Enter your total 2024-25 Grassroots allocation amount:	<a href="#">Edit</a>
Grassroots Allocation Worksheet	2. Enter the total subgranted amount:	<a href="#">Edit</a>
Grassroots Allocation Worksheet	3. Enter the total grant amount spent from the project expenses page (DCP administration and program expenses only):	<a href="#">Edit</a>
Uploads	Attach copies of the letters and/or emails you sent to your State legislators notifying them of the project and your appreciation of this grant.	<a href="#">Edit</a>
Uploads	Upload a PDF showing your best examples of marketing materials and other printed materials. Make sure they use the North Carolina Arts Council <a href="#">credit line and logo</a> .	<a href="#">Edit</a>

[Previous](#)


[View PDF](#)

# Common Mistakes


# Common Mistakes

## Subgrant Data Collection

Save the page to add a new answer set. Click on any answer set to view, edit, or delete that group of answers.


Answer Set #1 





Answer Set #2 

Answer Set #3 

It is easy to save a blank answer set.

### Submission Page

 You have **NOT** met all requirements for Grassroots Arts Program - Designated County Partners - Full Application/Report 2024-25.

Subgrant data collection	Name of organization Answer Set 1	 Edit
Subgrant data collection	Name of organization Answer Set 2	 Edit
Subgrant data collection	Name of organization Answer Set 3	 Edit
Subgrant data collection	Contact person's name Answer Set 1	 Edit

# Common Mistakes

Allocation Worksheet and Grassroots Grant Expense total does not match.

Grassroots allocation worksheet

Grant Amount Spent (Administration and Programs)

3. Enter the total Grassroots Grant Amount Spent from the Project Expenses page (DCP administration and program expenses only): *(required)*

54,321



Grassroots project expenses

Expense Totals:

Column One  
Grassroots Grant \$

12,345

+

0

=

0

# Common Mistakes

## Insufficient Marketing Materials (Items without logo and tagline on it)

All grant recipients are required to prominently display the North Carolina Arts Council logo with tagline and credit lines on-site at funded events and in all publicity materials (digital and printed). We also encourage you to use this on your website, electronic newsletters, etc. Displaying these items recognizes the investment by the North Carolina General Assembly in our grants and programs.



North  
Carolina  
Arts  
Council  
[www.NCArts.org](http://www.NCArts.org)

This project was supported by  
the North Carolina Arts Council,  
a division of the Department of  
Natural and Cultural Resources.

# Questions?

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**North Carolina Arts Council**

[www.NCArts.org](http://www.NCArts.org)



NC DEPARTMENT OF  
NATURAL AND CULTURAL RESOURCES



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